

WYOMING DEPARTMENT OF TRANSPORTATION	OPERATING POLICY
ISSUED: November 10, 2022	NUMBER: 24-1
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 30%;"></div> <div style="width: 60%; text-align: center;"> AUTHORITY <u><i>Luke Reiner</i></u> <small>Luke Reiner (Nov 10, 2022 13:04 MST)</small> <hr/> Director </div> </div>	

SUBJECT: Spending Authority and Monetary Limits

I. Spending Authority

As described in the following sections, department personnel are authorized to approve spending within monetary limits set by this policy.

- A. Within 48 hours of receiving a purchasing or spending request, the approving authority must act, or the document is advanced to the next rank of designated authorizer.
- B. Expenditures must be within limits of approved budgets, work orders, authorities for expenditure, or other authorizations. Intentionally splitting expenditures to avoid monetary limits is prohibited.
- C. The director, with Transportation Commission chair approval, may waive monetary limits in emergencies.

II. Monetary Limits

The following outlines monetary limits by expenditure type and approving authority.

- A. Goods, Services, and Public Works
 1. Authorized Employees – \$5,000
 - a. A program manager or district engineer must authorize employees.
 - b. A Delegation of Spending Authority form must be on file with the Financial Services Program.
 2. Program Manager or District Engineer – \$25,000
 3. Assistant Chief Engineer – \$50,000
 4. Executive Staff – \$100,000
 5. Director – \$200,000
 6. Transportation Commission – over \$200,000

Note: Goods, services, and public works budgeted with legislative funds do not require Transportation Commission approval.

B. Engineering and Land Surveying Services

1. Program Manager or District Engineer – \$50,000
2. Administrator or Chief Engineer – over \$50,000

C. Contract Amendments for Construction Projects under Contract

1. District Engineer – \$100,000 for project award amounts less than \$10 million
\$150,000 for project award amounts over \$10 million
2. Assistant Chief Engineer – \$150,000 for project award amounts less than \$10 million
\$200,000 for project award amounts over \$10 million
3. Chief Engineer – \$1 million regardless of project award amount

Note: The chief engineer notifies the commission when individual contract amendments exceed \$500,000 and when the accumulated contract amendments on any given project exceed 15 percent of the contract award amount.

4. Director – over \$1 million regardless of project award amount

D. Discretionary Grant Projects

When action is needed to best utilize any unused funds, the following limits apply:

1. Chief Engineer – \$1 million
2. Director – \$2.5 million
3. Transportation Commission – over \$2.5 million

E. Negotiated Contract Claim Settlements

1. District Engineer – \$100,000
2. Assistant Chief Engineer – \$150,000
3. Director or Chief Engineer – over \$150,000

F. Right of Way Administrative Settlement*

1. Right of Way Program Manager – \$50,000
2. Transportation Commission – over \$50,000

*Amount by which final reviewed offer may exceed for administrative settlement.

III. Procurement Document

Please see Operating Policy 24-9, Procurement Services Program, and the department's *Procurement Policy and Procedure Manual* for procurement methods and related monetary limits.

References: Department Policy 24, Expenditure of Funds.
Operating Policy 24-9, Procurement Services Program.
Procurement Policy and Procedure Manual.
W.S. 24-2-105, Appointment of director; qualifications; salary and expenses;
powers and duties.
W.S. 24-2-108, Road and bridge construction.


OP 24-01: Spending Authority and Monetary Limits


Final Audit Report


2022-11-10


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